



## Transportation Policy

HI Iceland's mission is to support sustainable and responsible tourism. In order to reach that goal, we emphasise the following:

### Less pollution

By decreasing pollution due to transportation, HI Iceland contributes to protecting the environment. This includes greenhouse gasses, particulate matter, soot, and sound pollution. HI Iceland supports eco-friendly and healthy transportation options for both staffs and environmental benefits. Eco-friendly and healthy options include all transportation methods other than a private car, such as walking, cycling (electric bicycles included), electric car, carpooling or travelling by public transportation and to share rides as much as possible. HI Iceland endeavours constantly to find ways to reduce transport during working hours by going over work procedures and increase phone meetings and teleconferences.

On work-related travels, staff members will use eco-friendly and healthy transportation options where possible and economical. An eco-friendly car is located at the City hostel for staff to use during working hours and for staff to reduce usage of private car. The use of taxis and car rentals for work always needs to be approved by a supervisor. When a taxi is booked, an eco-friendly car shall be requested, if possible.

HI Iceland resolve to carbon offset all flights for work related travels of their staff and the usage of the staff car. Staff will also be offered to carbon offset their own drive to and from work.

### Healthy lifestyle

The health benefits of walking or cycling on a regular basis to and from work are unquestionable. By improving facilities for those who want to travel to and from work using another method of transportation than a private car, we promote equity in the choosing of a transportation method as well as changed habits of staff, improving both health and well-being. HI Iceland encourages their staff to use such options getting to and from work as well as during working hours.

### Safe and vibrant environment.

The need for streets and parking spots is decreased by decreasing car traffic and by increasing the number of those walking, cycling, or using public transportation. This will lead to more people on the streets; fewer cars and more people will increase safety. Thus, HI Iceland participates in creating a safe and more vibrant environment.

### These options are available to HI Iceland staff members:

- Transportation contract between HI Iceland and employees.
- Flexible working hours and good work facilities. Work hours take note of public transportation schedules.
- Access to an eco-friendly staff car and bikes for staff during working hours. Registrations at the City hostel reception.
- Good facilities for those who are physically active.
- Encouragement and education related to eco-friendly transportation.
- Discounts and offers on services, facilities, and equipment.
- Actions that decrease the carbon footprint left by staff travel and carbon offsetting of flights.
- Encouragement to participate in lifestyle related project, such as „Bike to work, Lífshlaupið etc.

*The Transportation Policy is in accordance with HI Iceland's Strategic Policy Document from April 2016, which defines the main strategy, mission, vision, and values of the organisation. The Transportation Policy shall be introduced to staff and be accessible on the organisation's intranet. The Transportation Policy is revised every two years and the revision shall take into account the assessment of the action plan. Changes to the policy shall be approved by the Board of HI Iceland and introduced to staff.*

Approved by the Board of HI Iceland, September 20th, 2016.

Revised by the Board of HI Iceland, February 18<sup>th</sup>, 2019.

## Transportation Contract

1. Employees who travel to and from work using eco-friendly and healthy transportation methods 60% percent on average (3 days a week on average for full time work), are entitled to a full transportation grant.
2. Employees who work 75-100% receive a full grant, 7.000 ISK per month, and employees who work 50-75% receive half a grant, 3.500 ISK per month.
3. Should staff member's work percentage increase or decrease, then the grant amount shall change accordingly.
4. The grant is tax-exempt, in accordance with Paragraph 7, Article 1 on income tax law n. 90/2003.
5. This contract is valid from signing until the end of the respective year, when it needs to be renewed.
6. A transportation contract is only made for 12 months at a time.
7. If staff member abuses the terms of this contract, HI Iceland is authorised to terminate the contract with immediate effect.
8. If staff member does not foresee being able to fulfil the terms of the contract, he shall inform his supervisor without delay, who notifies the HR Manager.
9. The names of staff members who have signed transportation contracts can be published on information board, such a SLING or similar.

HI Iceland and signed staff member make the following transportation contract:

Reykjavík, \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
HI Iceland